



CSE 1300 Lecture W01
Introduction to Computing Principles
Fall 2021
CRN 80804

SYLLABUS

FACULTY AND COURSE INFORMATION

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470.578.5618 FYE Office Phone

Office Hours: Tuesdays and Thursdays from 11:00am EST to 12:30pm EST and 1:30pm EST to 3:00pm EST or by appointment. If you wish to schedule office hours outside the above times, please email me several days/times that work for you so we can agree on a day and time.

COURSE INFORMATION:

Class Location and Meeting Time: **Asynchronous Online**

Course Schedule: <https://ccse.kennesaw.edu/fye/courseschedules.php>

NOTE: Changes to the course schedule will be communicated via announcement in D2L.

Lecture Videos/Tests: D2L using Respondus Lockdown Browser with Monitor

Textbooks: No textbook purchase required. This course utilizes Open Educational Resources made possible by funding through Affordable Learning Georgia. Resources for this course are provided free of charge in D2L.

CCSE Tutoring available: <http://ccse.kennesaw.edu/ccselabs/ccse-tutoring.php>

Additional FYE Resources Page: <https://ccse.kennesaw.edu/fye/resources.php>

Technology Requirements: Access to a computer with reliable internet access, a working webcam with mic.

COMMUNICATION POLICY

Email me (Douglas.Malcolm@kennesaw.edu), please make sure to use your KSU Student Email to contact me and to include which course and section you are enrolled in with me.

I do not like using the D2L Messages as it is harder to send attachments and links (when necessary) through those messages and response time is delayed as I may not see the message in D2L as quickly as an Email via Outlook or Office 365.

COURSE DESCRIPTION, CREDIT HOURS, AND PREREQUISITES

This course is an introductory computing principles course. Instructor centers on an overview of the history, scope, and impact of computing as well as critical, algorithmic, and computational thinking on problem decomposition and fundamental programming concepts.

Co-Requisites: none

Pre-Requisites: none

Credit hours: 3

Disclaimer:

Please note that this syllabus represents my current plans and objectives. As we go through the semester, those plans may need to change to enhance the class learning opportunity. Such changes, communicated clearly, are not unusual and should be expected.

Covid 19 Statements (Fall 2021)

Course Delivery

KSU may shift the method of course delivery at any time during the semester in compliance with University System of Georgia health and safety guidelines. In this case, alternate teaching modalities that may be adopted include hyflex, hybrid, synchronous online, or asynchronous online instruction.

COVID-19 illness

If you are feeling ill, please stay home and contact your health professional. In addition, please email your instructor to say you are missing class due to illness.

Instructor Note: You will NOT be penalized for missing my class because you are unwell. No documentation for missing class is necessary, and we do not count attendance as part of your grade. If you feel sick, PLEASE stay home.

Signs of COVID-19 illness include, but are not limited to, the following:

- Cough
- Fever of 100.4 or higher
- Runny nose or new sinus congestion
- Shortness of breath or difficulty breathing
- Chills
- Sore Throat
- New loss of taste and/or smell

COVID-19 vaccines are a critical tool in “Protecting the Nest.” If you have not already, you are strongly encouraged to get vaccinated immediately to advance the health and safety of our campus community. As an enrolled KSU student, you are eligible to receive the vaccine on campus. Please call (470) 578-6644 to schedule your vaccination appointment or you may walk into one of our student health clinics.

For more information regarding COVID-19 (including testing, vaccines, extended illness procedures and accommodations), see KSU’s official Covid-19 website.

Face Coverings

Based on guidance from the University System of Georgia (USG), all vaccinated and unvaccinated individuals are encouraged to wear a face covering while inside campus facilities. Unvaccinated individuals are also

strongly encouraged to continue to socially distance while inside campus facilities, when possible.

COURSE LEARNING OUTCOMES

Students who successfully complete this course will be able to:

1. Synthesize how software has influenced innovations in other fields and helped people, organizations, and society to solve problems.
2. Use computational thinking to ask questions and find different ways to solve problems.
3. Design a solution as an algorithm and convert the algorithm into a procedural program.
4. Describe the differences between computing disciplines and identify possible job opportunities in the computing field.

COURSE POLICIES

FYE policies are located on the FYE website: <https://ccse.kennesaw.edu/fye/policies.php>

Please be sure to familiarize yourself with these policies.

Student Expectations

Irrespective of modality, students in CSE 1300 are expected to:

- Abide by the Student Code of Conduct
- Treat the instructor and their peers with respect.
- Adhere to the core rules of netiquette: <http://www.albion.com/netiquette/corerules.html>
- Check their KSU Student Email and D2L Email daily Monday – Friday.
- Log into D2L and review announcements daily.
- Review discussion boards for pertinent information at least 3 days a week.

Extra Credit and Grade Adjustments

The grade for this course is points based. Every student has the same opportunities to earn points in this course. I do not round individual grades or offer individual opportunities for extra credit and will not respond to emails asking us to do so.

Accommodations and Student Disability Services

Students who are entitled to accommodations through Student Disability Services must submit their Faculty Notification Letter in D2L (from the Course Home Page > Assignments > SDS Faculty Notification Letters) along with an explanation of each specific accommodation they are requesting per the approved accommodations outlined in that letter. This documentation must be received in advance of any deadlines or exams to receive accommodations. Per SDS policies, recommendations are not retroactive. See <https://sds.kennesaw.edu/guidelines/student-rights-responsibilities.php> for more details.

- Please note that all PowerPoints/Lecture Notes are provided in advance in D2L under the corresponding Learning Module.
- Course resources should have appropriate captioning. If you encounter a resource that is not adequately captioned, please notify me via email as outlined in the course communication policy so that I may correct this oversight.
- I must receive your request for extended exam time and your Faculty Notification Letter in D2L before 5 p.m. on the day before the scheduled exam to guarantee accommodations for your exam.

Exam Policy

If you must miss an exam due to a documented, legitimate reason (illness with documentation, family death, etc.), then a make-up exam will be administered. To coordinate this, please contact me within three days after the administration of the exam via email as outlined in the course communication policy on page 1 of this document. Official documentation must be provided in D2L (from the Course Home Page > Assignments > Documentation for Make Up Work) prior to submission of outstanding projects or the administration of a make-up exam. The documentation's dates must align with the missed exam.

If you experience a computer technical issue while taking an exam, you may be allowed a make-up/retake exam, IF the technical issue occurred while you were taking the exam and you immediately contacted UITS to resolve and document the issue. You must also immediately notify the instructor of the technical issue via email (within 15 minutes of concluding your report with UITS). You will be required to provide written confirmation of your interaction with UITS before another exam attempt is granted (from the Course Home Page > Assignments > Documentation for Make Up Work).

Late Work/Make-Up Work

Late work will not be accepted without documentation of an illness or other unforeseeable emergency that spans most of the period between the date when a quiz, project, or exercise's instructions are posted and the due date. The student must notify the instructor via email in D2L within 3 days of the assignment's deadline. The documentation's dates must align with the missed course work.

Students Who Serve in the Armed Forces and KSU Student Athletes

Students who must be away on military orders and KSU athletes who are away on university sponsored events may be allowed to make-up exams and projects, provided the student contacts her/his instructor in advance of the exam/assignment deadline, and submit official documentation in D2L (from the Course Home Page > Assignments > Documentation for Make Up Work).

Thank you for your service to our nation. Go, Owls!

Grades

Your grade in this course is determined using a points-based system (1000 possible points) divided across the following categories:

Syllabus and Policy Quiz	15 points	1 quiz with policies that must be acknowledged
Module Quizzes	225 points	9 quizzes worth 25 points each
Exercises	160 points	4 exercises worth 40 points each
Projects	300 points	3 projects worth 100 points each
Exams	300 points	3 exams worth 100 points each

Your final letter grade will be determined based on the number of points you have earned as outlined below:

Grade	Points
A	900 points or more
B	800 – 889 points
C	700 – 799 points
D	600 – 699 points
F	fewer than 600 points

- The instructor will make every effort to have grading completed within two weeks.
- Please see D2L for details about each exam and study materials.
- Copies of your quizzes and tests will be kept for our records.

Regrade Requests

Regrade Requests must be submitted within three (3) business days of the grade being published per the instructions posted in D2L. Regrade Requests should be submitted per question and should abide by the communication policies of KSU. Announcements and/or emails regarding your grades are published with the end date for regrade requests for each exam.

For the updated and detail info, please refer to the FYE policies, available at:

<https://ccse.kennesaw.edu/fye/policies.php>

Final Exam Schedule

Please see the published course schedule for details.

A webcam, along with uninterrupted Internet connection, is required for all exams in this course.

In case you encounter a situation in which a proctored exam is necessary. The KSU Testing Center offers proctored exam services. Please note, some of these services have a charge affiliated with them.

<http://testing.kennesaw.edu/faculty/request-services.php> . That means a Proctored exam might require a fee.

For the updated and detail info, please refer to the FYE policies, available at:

<https://ccse.kennesaw.edu/fye/policies.php>

Electronic Devices and Classroom Behavior Policy

To minimize the level of distraction, all cellular phones and electronics must be on quiet mode during class meeting times. If you need to take a call, please step outside of the classroom to do so. Students using a laptop in class should not check their email, browse the web, or in other ways detract from the focus of the class.

Students are reminded to conduct themselves in accordance with the Student Code of Conduct, as published in the Undergraduate and Graduate Catalogs. Every KSU student is responsible for upholding the provision. Students who are in violation of KSU policy will be asked to leave the classroom and may be subject to disciplinary action by the University.

COURSE WITHDRAWAL

See below for commentary on withdrawals from the 2019-2020 Catalog:

Students may withdraw from one or more courses up to one week prior to the last day of class. To completely or partially withdraw from classes at KSU, a student must withdraw online at www.kennesaw.edu, under Owl Express, Registration and Student Records. Students who officially withdraw from courses before mid-semester will receive a "W" in those courses and receive no credit. They will not, however, suffer any academic penalty. Students who officially withdraw after mid-semester one week prior to the last day of class will receive a "WF," which will be counted as an "F" in the calculation of their grade point average. Exact withdrawal dates will be published in the official academic calendar and are subject to approval by the Board of Regents.

For attendance verification, faculty may assign "non-attendance" or submit a grade of W or WF for students who stop attending class and do not officially withdraw along with the last day of known attendance.

The only exceptions to these withdrawal regulations will be for instances involving unusual circumstances that are fully documented.

Students will receive refunds only when they withdraw from all their classes and only by the schedule outlined in the University System refund policy.

KSU Military Withdrawals Policy

Kennesaw State students who are called to active duty or who are deployed during the term may be eligible for a military withdrawal. Students who withdraw for military reasons will receive a WM grade in all courses and receive a refund of tuition and mandatory fees and a pro rata refund of other fees. Students who would like to withdraw for military reasons must submit a copy of their official orders to the Registrar's office. Military withdrawals do not count as part of the eight (maximum) allowed withdrawals.

KSU Reasonable Accommodations Policy

Students with qualifying disabilities under the Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act who require "reasonable accommodation(s)" to complete the course may request those from the Office of Student Disability Services. Students requiring such accommodations are required to work with the University's Office of Student Disability Services rather than engaging in this discussion with individual faculty members or academic departments. If, after reviewing the course syllabus, a student anticipates or should have anticipated a need for accommodation, he or she must submit documentation requesting an accommodation and permitting time for a determination prior to submitting assignments or taking course quizzes or exams. Students may not request retroactive accommodation for needs that were or should have been foreseeable. Students should contact the office as soon as possible in the term for which they are seeking accommodations. Student Disability Services is located in the Carmichael Student Center in Suite 267 on the Kennesaw campus or Building A in Suite 160G on the Marietta campus. Please visit the [Student Disabilities Services website](#) for more information or call the office at 470-578-2666 (Kennesaw campus) or 470-578-9111 (Marietta campus).

GRADE APPEALS AND STUDENT COMPLAINTS

See below for commentary on withdrawals from the 2019-2020 Catalog:

Grade appeal will follow the level of the course. Students' rights to grade appeals are defined in the university catalog. A key element in the grade appeal procedure is the faculty member's responsibility to publish a specific grading policy for each of his/her classes. Specifically, the grade appeal procedure states: "Each faculty member

must specify his/her grading policy, at the first of the semester. He/she may change his/her grading policy for cause after that time, but he/she must do so uniformly, with ample notification to students, if at all possible."

Note that failure to publish the grading policy would mean that a faculty member would have great difficulty in sustaining his/her assigned grade if a student appealed with anything but a frivolous or irresponsible basis for his/her charge. The grading policy should be quite specific and should be distributed to each class in written form. Some departments may also require faculty members to file grading policy statements in the departmental office. Because the student can submit a grade appeal to the Department Chair within 20 business days after the first day of classes of the next academic term after the academic term in which the final grade was awarded to the student (see Grade Appeals Procedure, section B), it is strongly recommended that instructors retain any student papers, tests, projects, or other materials not returned to the student for 70 days after the end of a semester or if an appeal is filed until the appeal is resolved. Refer to the following section for specific grade appeal procedures.

Students can find more details regarding the appeal process here:

<http://catalog.kennesaw.edu/>

ACADEMIC INTEGRITY

Every KSU student is responsible for upholding all provisions of the Student Code of Conduct, as published in the Undergraduate and Graduate Catalogs. The Code of Conduct includes the following:

- A. Section II of the Student Code of Conduct addresses the University's policy on academic honesty, including provisions regarding plagiarism and cheating, unauthorized access to University materials, misrepresentation/falsification of University records or academic work, malicious removal, retention, or destruction of library materials, malicious/intentional misuse of computer facilities and/or services, and misuse of student identification cards. Incidents of alleged academic misconduct will be handled through the established procedures of the University Judiciary Program, which includes either an "informal" resolution by a faculty member, resulting in a grade adjustment, or a formal hearing procedure, which may subject a student to the Code of Conduct's minimum one semester suspension requirement.
- B. Students involved in off-campus activities shall not act in a disorderly or disruptive fashion, nor shall they conduct any dangerous activity.
- C. Students involved in off-campus activities shall not take, damage or destroy or attempt to take, damage or destroy property of another.
- D. Please review the [FYE Policy regarding Academic Misconduct](#) on our website.

CAMPUS POLICIES

KSU Disruption of Campus Life Policy:

All students are responsible for knowing the information, policies and procedures outlined in the Kennesaw State University Codes of Conduct. [Student Conduct and Academic Integrity](#) (SCAI) includes: the general Student Code of Conduct, the Residential Code of Conduct, and the Code of Academic Integrity.

KSU Web Accessibility Policy Statement:

Federal law Section 508 Subsection 1194.22 of the Rehabilitation Act and the Board of Regents (BOR) of the University System of Georgia (USG) Web Accessibility Guidelines require that all web content meet the federal government's accessibility guidelines. As such, KSU complies with USG guidelines.

University accessibility assistance is provided by several offices as noted below. Staff in these offices work to accommodate requests for access or assistance with access as soon as possible in order to either accommodate the request or identify an effective alternative for the requestor.

Student Support Services
Student Disability Services

470-578-2666

studentdisability@kennesaw.edu

Student Technology Assistance
University Information Technology Services

470-578-3555

studenthelpdesk@kennesaw.edu

Third Party Technology Assistance
University Information Technology Services

470-578-6999

service@kennesaw.edu

Confidentiality and Privacy Statement (FERPA):

Kennesaw State University adheres to the Family Educational Rights & Privacy Act of 1974 - FERPA. See the following link for more information:

http://usg.edu/information_technology_handbook/section9/tech/9.5_privacy_and_security

University - Student Rights & Responsibilities:

Students of Kennesaw State University are entitled to an environment that is conducive to learning and individual growth. To this end, students enrolling at Kennesaw State University assume a responsibility to abide by the policies and regulations expressed in this section. By doing so, students may fulfill their responsibilities and enjoy the exercise of their own rights while also respecting the rights of others.

<http://catalog.kennesaw.edu/content.php?catoid=27&navoid=2263>

Ethics Statement:

All students are responsible for knowing the information, policies and procedures outlined in the Kennesaw State

University Codes of Conduct. The KSU Codes of Conduct include: the general Student Code of Conduct, the Residential

Code of Conduct, and the Code of Academic Integrity. Kennesaw State University reserves the right to make changes to this code as necessary and once those changes are posted online, they are in effect. Students are encouraged to check online for the updated versions of all policies.

<http://scai.kennesaw.edu/codes.php>

Sexual Misconduct Policy:

Kennesaw State University is committed to providing programs, activities, and educational environment free from all forms of sex discrimination. For more information click here. KSU issues this statement of policy to inform the community of the University's comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus. This policy generally covers faculty, students, and staff of the University, as well as third parties. Third parties include but are not limited to guests, vendors, contractors, retirees, and alumni.

<http://scai.kennesaw.edu/procedures/sexual-misconduct.php>

Course Accessibility Statement (ADA Statement):

<http://catalog.kennesaw.edu/content.php?catoid=27&navoid=2263&hl=FERPA&returnto=search#ADA>

Academic Feedback:

Institutional Chief Academic Officers will encourage faculty to clarify for students, at the beginning of each course, the basis on which grades will be determined and to provide timely academic feedback as the course progresses ([BOR Academic and Student handbook policy 2.18](#)).

Netiquette: Communication Courtesy:

All members of the class are expected to follow [rules of common courtesy in all email messages](#), threaded discussions and chats.

Inclement Weather Policy:

During the course of the year, Kennesaw State University may decide to close campus or operate on a delayed schedule in cases of inclement weather.

The University will announce campus closures and delayed schedules in several ways. The cell phone number on file with the university will automatically receive KSU Alerts, so make sure your information in OwlExpress is accurate at all times. An email will also be sent to your university account.

In addition, announcements will be made by a notice on the [Kennesaw State University home page](#).

ADDITIONAL STUDENT RESOURCES

For CCSE Student resources:

<http://ccse.kennesaw.edu/student-resources.php>

For KSU Student resources:

https://curriculum.kennesaw.edu/resources/ksu_student_resources_for_course_syllabus.php

KSU Service Desk:

The KSU Service Desk is your portal to getting assistance or access to University IT Services. Students call: 470-578-3555 or email studenthelpdesk@kennesaw.edu

For Academic Advising information and to schedule appointments:

<http://ccse.kennesaw.edu/advising/index.php>

Links to frequently used and helpful services:

<http://www.kennesaw.edu/myksu/>

Department of Career Planning & Development

<https://careers.kennesaw.edu>

Counseling and Psychological Services

<https://counseling.kennesaw.edu>

Center for Health Promotion and Wellness

<https://wellness.kennesaw.edu>

TEACHING PHILOSOPHY AND INSTRUCTION METHODS

How to Succeed in this Class

Here are three things you can do that will greatly improve your chances of making a satisfactory grade in this class:

- Read the syllabus: You should read every word in the syllabus during the first week of classes.
- Read the textbook: You will get a lot more out of this class, and so be able to give back more on the assignments, assessments, and examination, if you read the assigned parts of the textbooks before the material is first due to be discussed. In my experience, students who don't complete the reading before it is discussed either never complete it or try to cram it all in just before the exam. That doesn't work.
- Allow enough time: More unsatisfactory grades are due to procrastination than any other cause. Do not assume that you can complete the assigned work in the thirty minutes before the due date and time; you cannot.

What should we expect from each other?

The first and most important thing that we should expect from each other is respect and this should be shown in all the interactions.

Moreover, on my side,

- I will make sure to reply to your email within 24 hours Monday through 5pm EST on Friday (I may not respond to emails sent during weekends or holidays).
- I am always open to hear your feedback about the course and I will do my best to address or incorporate your comments in the course.
- I will be available for individual or group consultation.
- I will use the lecture slides from the CCSE website alongside in class examples and old test questions to present the material
- We will keep the schedule updated and available on our website.
- We will return your assignments and deliverables graded within 14 days from the deadline.

On your side, I am expecting

- You to come to class on time and actively participate to the lectures and activities.
- You talk to me if you have problems, doubts, or suggestions related to any component of the course.
- You work with effort and integrity on the assigned activities, homework, deliverables, and tests.
- Not to sleep, work on assignments for other classes or read/view unrelated materials in my class during lectures or live sessions.